



# Howard County

## RECREATION & PARKS

7120 Oakland Mills Road, Columbia, Maryland 21046

Laura T. Wetherald  
Chief, Bureau of Recreation & Administrative Services  
lwetherald@howardcountymd.gov

Phone: 410-313-4640  
www.howardcountymd.gov/rap

Fax: 410-313-1699  
Tdd: 410-313-2323

Dear Parents and Guardians:

Welcome to the Recreational Licensed Childcare program for the 2014-2015 school year. We thank you for choosing Howard County Department of Recreation and Parks to meet your child care needs. Enclosed are the current coupon book, and program calendar for use throughout the school year. Parent manuals will be distributed during the first week of school and require a signature verification. Please note, the following corrections regarding the coupon book, the optional full day program is on 2/6/15 **not** 2/16/15. Also in April the optional full day programs are on 4/1 & 4/2/15.

Before beginning the program, each child must have the following paperwork completed:

**Returning Participants:**

- Emergency Information Form

**New Participant:**

- Emergency Information Form
- Health Inventory – Part II must be signed by a physician and dated within the past 6 months. If the medical appointment is later than the due date, please send written confirmation of the appointment date from the physician's office.
- Immunization Form
- Parent's Guide to Regulated Child Care
- Optional Medication Form

Completed paperwork is due to our office on or before August 5, 2014 to ensure attending the program on the first day of school. Please keep the originals and send in a legible copy of all forms. Paperwork can be mailed or dropped off at our main office: 8am-5pm Monday – Friday. All paperwork after August 12<sup>th</sup> must be delivered to the program staff on the first day of the program at the school which your child is attending.

Howard County Department of Recreation and Parks  
7060 Oakland Mills Road, Suite P  
Columbia, MD 21046  
Attn: RLC Fall 2014

Please note, if using Auto Deduct Forms for credit card payments, a new form is required each school year and that form will be sent in a separate mailing.

No refunds will be issued for September's payment after August 18, 2014. Again, thank you for choosing our program. We look forward to working with you and your child this school year. Should there be any questions, regarding this paperwork, please call Brian Murphy at 410-313-4797.

Sincerely,

Dr. Barbara Moore  
Recreational Licensed Child Care Superintendent